3. Physical Access Controls

Access control must prevent unauthorized entry to facilities, maintain control of employees and visitors and protect company assets. There must be written and verifiable procedures in place.

A. Employees:

1. An employee identification system must be in place, such as badges or photo ID tags, to identify employees of the factory.

2. Employees must wear their ID tag at all times while on the premises.

3. Access to packing, shipping and cargo handling areas should be restricted to department employees, and controlled through access key cards or monitoring ID tags.

Security Quick Tips: Employee Access

• Ideally, badges should be issued in different colors to identify different employment status (permanent versus temporary employee), different positions (senior staff versus workers) and different workstations (packing versus sewing). This color-coded system allows for easily identifying an employee in a restricted zone.

• Employees should be informed to take good care of their badge and never to lend their badge to anyone. They must report a lost or stolen badge to security immediately.

• Many companies chose to combine identification badges with timekeeping purposes, making employees swipe their machine-readable badges to record their time-in and time-out.

• Laminated plastic badges, bearing the company logo with the employee’s name, photo, and department are recommended.

• Every employee entering the premises should be verified. The following are different options for verification:
  a. A security guard or a management representative is stationed at the access point to the premises and checks each employee’s badge.
  b. Employees use swipe cards to access the premises.
  c. Employees have a key/keycard/code to open an access point.
d. Access is remotely controlled via CCTV and Intercom. Employees ring a doorbell and identify themselves orally via Intercom. Their identity is verified physically via CCTV.

• The factory should have access control procedures in place. There should be one set of procedures used for regular business hours and a separate set used for after business hours.

• Business hours: The security guard at the gate is to verify each employee’s badge. If a new employee does not have a badge yet or if an employee forgot his/her badge, the supervisor must come to the gate in order to identify the employee.

• Employee access during non-business hours should be restricted. A facility should either establish procedures on what positions can have access (senior management, office employees etc.) or what persons (by drawing up a list of pre-approved names). Anyone entering the facility after hours should sign in with the guard (see Appendix Forms, Form C). The non-business hours access list should be reviewed by senior management every morning.
B. Dormitory Facilities:

1. The facilities should establish a physical barrier between the dormitory complex and the production/warehouse buildings.

2. Under no circumstances should employees residing on the facility premises be able to access any work floor or warehouse space after hours.

Security Quick Tips: Employee-Restricted Areas

- Post signs stating “Restricted Zone—Access for Authorized Personnel Only.”
- Security/management should have access lists for each individual restricted area (See Appendix of Forms, Form F). These lists should be updated monthly to ensure they remain current.
- Records should be maintained of all persons entering a restricted area. Records can be either manual entries in logbook form or electronic (swipe card). Records should be maintained in a secure location for at least 6 months.
- It is best to restrict access through the use of a physical barrier.

C. Access Devices:

There must be written and documented procedures in place for the issuance, removal and changing of access devices, such as keys and key cards.

D. Visitors:

1. The factory should subject employees and visitors (and vehicles) to search. The prominent posting of such a policy can help deter employees and visitors from attempting to bring concealed items into or out of the factory. There must be written and documented procedures in place for controlling visitor access.

2. Visitors must present photo ID, sign a visitor log, be issued temporary ID that must be displayed while on premises, and be escorted while on the facility grounds. This includes contract workers, service providers and day labors. Visitor logs must be kept for 6 months.
4. The identity and company affiliations of visitors, vendors, contractors can be verified by calling their company.

5. To remind visitors that signing the visitor’s log is mandatory, a poster should be posted at the entrance/gatehouse/reception area, stating, “All visitors must sign the visitor’s logbook.”

6. Visitors must receive a visitor’s badge (see pictures) to display at all times while on the factory premises. The badge has to be visually different (e.g. different color) from the employee badges.

Examples of visitor’s badges.

7. An authorized company employee must monitor the visitor throughout the visit. The type of visitor determines the degree of monitoring. For example, a QC person who has been visiting this facility for several years several times per months may require less monitoring than a person who is a day laborer who should be supervised at all times.
**E. Deliveries:**

1. Delivery persons must present ID upon arrival.

2. All vehicles entering the premise should be logged (see Appendix of Forms, Form G). The security guard should stop each vehicle to verify that there is a valid business purpose.

3. There must be written and verifiable procedures in place for the challenging and removal of unauthorized/unidentified persons. Employees in all positions and levels must be trained in these procedures.

**F. Unauthorized or Unidentified Persons:**

«In the event that an unauthorized person is discovered on the premises, procedures for resolution must be in place.»

1. Appropriate methods for reporting unauthorized personnel should be discussed with all employees.

2. The procedure for notifying the appropriate individual will vary by department and the level of employee.

3. Security or Management must be notified immediately.

4. A report should be written for each incident and corrective action must be addressed.